

Claiming an Open Shift

If you have notifications turned on when publishing shifts, employees will be alerted when an Open Shift appears on the schedule, allowing them to claim the shift.

Alternatively, if notifications are not off, employees can claim Open Shifts via the app or web browser.

Claiming Open Shifts via Web Browser

To do this via web browser, log into Deputy at once.deputy.com

Then, navigate to the Me tab. In the Calendar section, the Open Shift will appear on the relevant day on the calendar.

Calendar

< 11 Jun - 17 Jun > 7 Upcoming Shifts Available Shifts Request Time Off Show 1 available shift ON


Weekly Total : 22.50 Hours

Mon 11 Jun	Tue 12 Jun	Wed 13 Jun	Thu 14 Jun	Fri 15 Jun	Sat 16 Jun	Sun 17 Jun
Unscheduled	Unscheduled	Walter/Floor 5pm - 8:30pm 0:30 break at Bob's Burgers	Unscheduled	Midnight - 3:30am 0:30 break at Kitchen at Bob's Burgers	Midnight - 3:30am 0:30 break at Kitchen at Bob's Burgers	5:30pm - 10:30pm 0:30 break at Manager at Bob's Burgers
Scheduled this day MS [Icons]	Scheduled this day MS [Icons]	Scheduled this day MS [Icons]	Open 4pm - 11:30pm 0:30m break at Manager at Bob's Burgers	6pm - 9:30pm 0:30 break at Kitchen at Bob's Burgers	5pm - 8:30pm 0:30 break at Kitchen at Bob's Burgers	Scheduled this day MS [Icons]
			Scheduled this day MS [Icons]	Scheduled this day MS [Icons]	9pm - 0:30am 0:30 break at Kitchen at Bob's Burgers	
					Scheduled this day MS [Icons]	

After clicking the Open Shift, the following will pop-up. Click 'Claim Shift' to take the Open Shift for yourself.

Open Shift





Thursday 14th June
4pm - 11:30pm at Manager
[Bob's Burgers](#)

[Claim Shift](#)

Claiming Open Shifts via iOS app

First, open up the iPhone Deputy app, and navigate to the Me tab. On this page, tap 'Available Shifts'.



Prestige Worldwide



Russell Noble
Scheduled to work at Waiter/Floor
5:00 pm - 8:30 pm

Shift Details

Start Shift

Shifts

Upcoming Shifts >

Available Shifts >

Timesheets >

Time Off

Leave >

Unavailability >

Settings

Edit Profile >

Contact Us

Then, tap the shift you would like to claim.

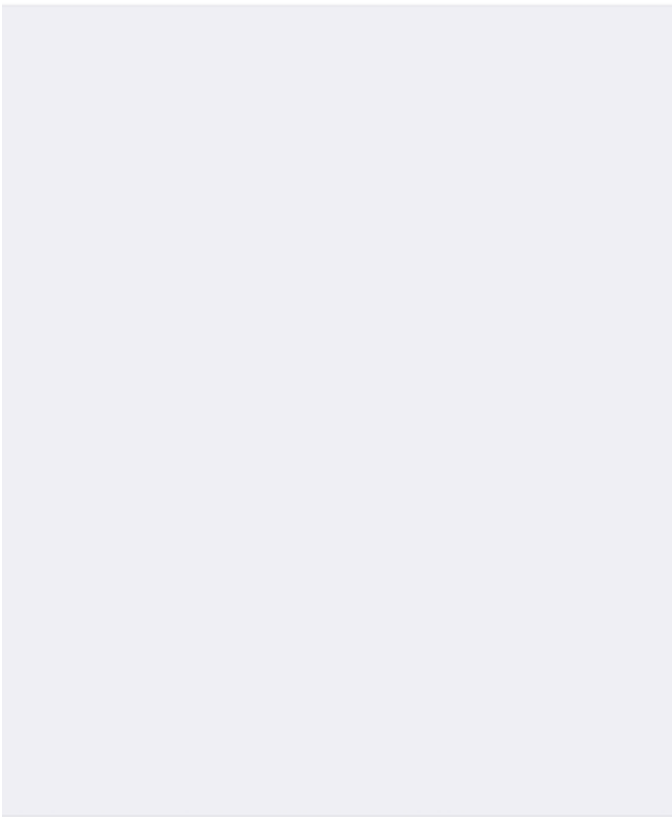
< Prestige Worldwide Available Shifts

Open Shifts:

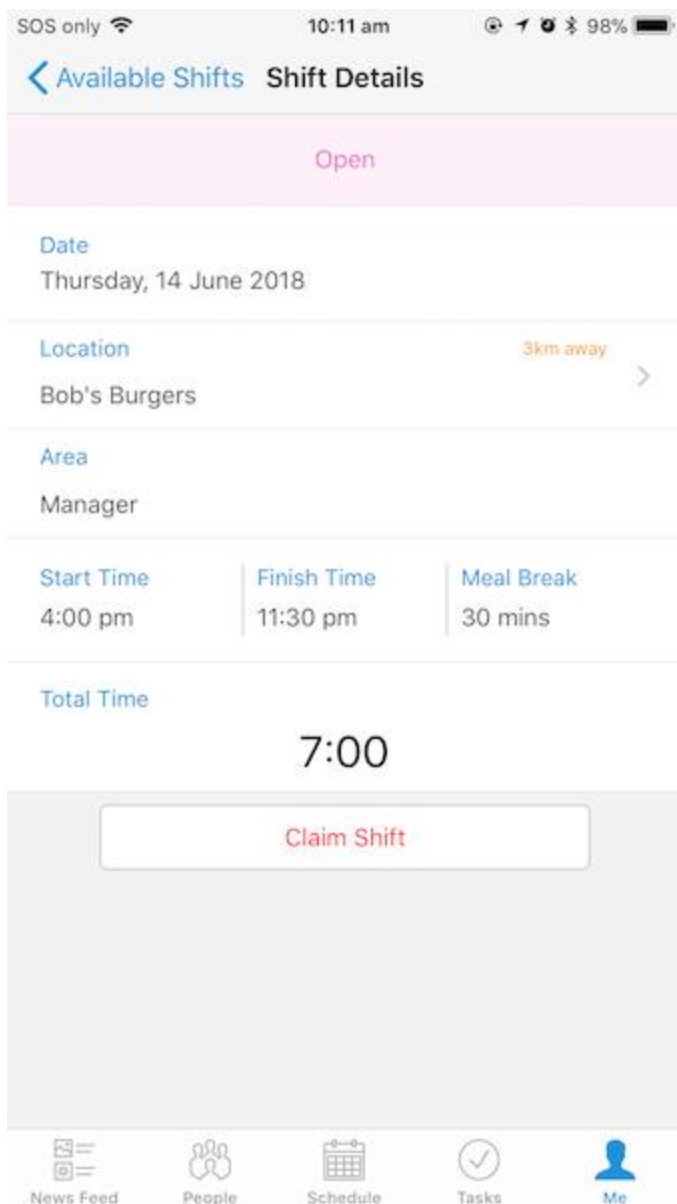


Thu, 14 June 2018

4:00 pm - 11:30 pm at Manager
Bob's Burgers

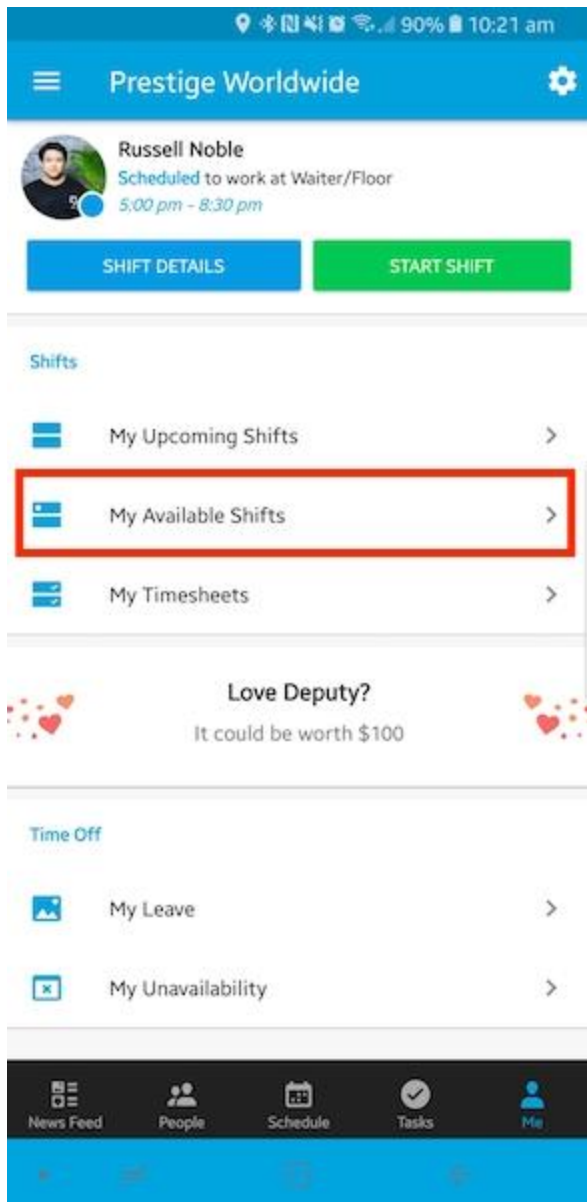


The following page will show all the details of the shift. If you would like to claim it, tap 'Claim Shift' at the bottom.

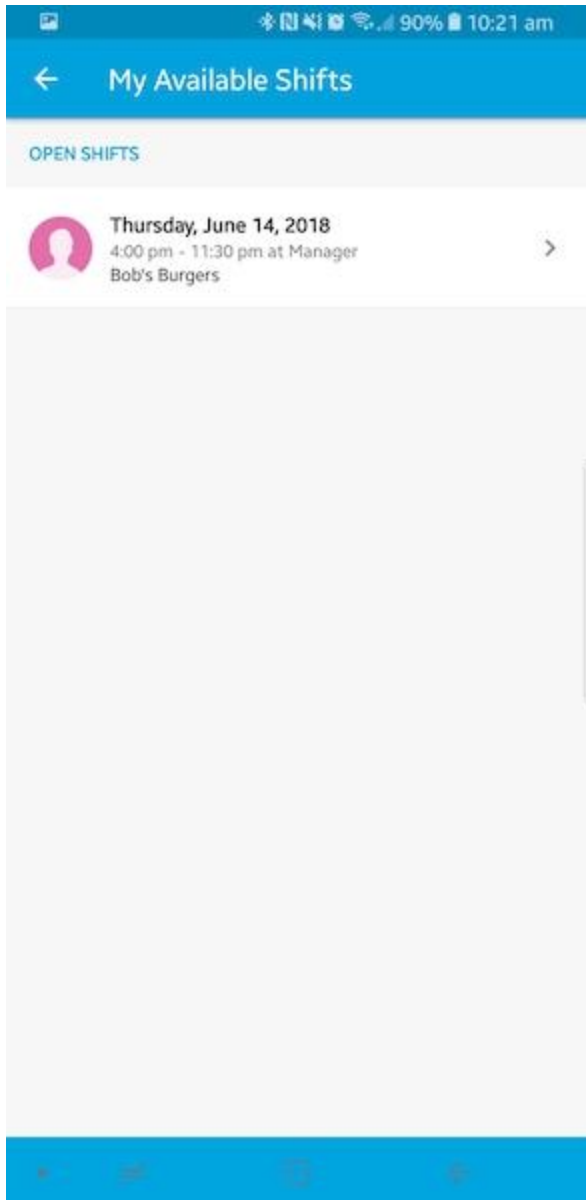


Claiming Open Shifts via Android app


Open up the Deputy app and navigate to the Me tab. Tap 'Available Shifts'.



Then tap the shift you would like to claim.



Then tap 'Claim Shift' on the following page.

Where  Bob's Burgers >

Area Manager

Date Thu, Jun. 14, 2018

Start 4:00 pm

Finish 11:30 pm

Break 30mins

Total time
07:00

Notes
Notes

CLAIM SHIFT